

CHRISTOPHER L. DAVIS

Las Vegas, NV | 702-882-2411 | christopherldavis.jobs@gmail.com

Operations & Administrative Professional | Seeking Non-Sales Role

SUMMARY

Experienced professional with 15+ years managing daily operations, teams, and business processes. Strong at organization, compliance, and improving workflows. Seeking a non-sales role focused on operations, administration, or coordination.

SKILLS

Operations Support • Process Improvement • Organization & Workflow • Compliance & Documentation
CRM Systems • Inventory & Scheduling • Team Support • Problem Solving

EXPERIENCE

Independent Insurance Agent – Broker – Las Vegas, NV | 2024–Present

- Manage client onboarding, paperwork, and follow-ups
- Maintain accurate records in CRM systems
- Ensure compliance and improve tracking processes

Corporate Analyst – US Corporate Solutions | 2023–2024

- Handled business formation filings and documentation
- Ensured compliance with state and federal requirements
- Improved processes to reduce errors and delays

Business Startup Specialist – IncAuthority | 2023

- Guided clients through business setup and filings
- Managed documents and tracked progress

Independent Insurance Agent – Grand Rapids, MI | 2021–2022

- Managed policy setup, renewals, and client records

Sales Manager – CFCC (Cloquet Ford Chrysler) | 2009–2020

- Oversaw daily operations including inventory, scheduling, and paperwork
 - Managed staff and improved team efficiency
 - Maintained accurate contracts and records
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EDUCATION

U.S. Navy – Electronics Technician Certification